

INSTITUTIONS IN THE COMMUNITY COLLEGE SYSTEM

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the public records listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the public records in the legal custody of the

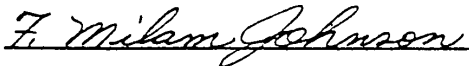
INSTITUTIONS IN THE COMMUNITY COLLEGE SYSTEM

listed herein do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N. C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

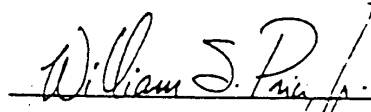
DEPARTMENT OF COMMUNITY COLLEGES

agrees to the destruction, transfer or disposal of records in the manner and at the times specified herein. This schedule will be reviewed and updated after 3 years. It will remain in effect until a revised schedule is published.

APPROVAL RECOMMENDED

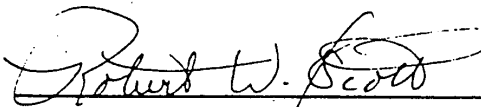


F. Milam Johnson, Chairman
Records Handbook Committee
Department of Community Colleges

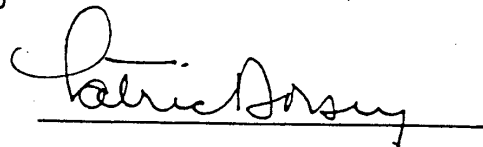


William S. Price, Jr., Director
Division of Archives and History

APPROVED



Robert W. Scott, President
Department of Community Colleges



Patric Dorsey, Secretary
Department of Cultural Resources

July 1986

**DEPARTMENT OF COMMUNITY COLLEGES
INSTITUTIONS IN THE COMMUNITY COLLEGE SYSTEM
FORSYTH TECHNICAL COMMUNITY COLLEGE**

ITEM 627. PERSONNEL JACKETS FILE.

Folders containing applications, position descriptions, and other personnel documents concerning the service history of an employee of Forsyth Technical Community College. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 11-15-01

DISPOSITION INSTRUCTIONS: Records transferred to North Carolina Community College System, Colleges in the Community College System, Personnel Records, Personnel File (Item 45633). Destroy records currently stored in the State Records Center 30 years from dates of records.

ITEM 3852. HISTORICAL DATA FILE.

Historical data concerning the institution.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center in Raleigh for transfer to the custody of the Archives.